WCPR *Williamson County Parks & Recreation*
User Group Athletic Event Guidelines

It is necessary for you to answer the questions of the following items. Each of these will need to be addressed, and reported to WCPR before you will gain final approval for your event.

*** By receiving this Application your Event is not approved. Your event can only be approved by the Parks and Recreation Director.***

1. *You must provide an insurance policy for your event (event insurance) which list's WCPR as additional insured. Certificate of insurance must be approved by the Williamson County's Risk Management Department*.
2. Will an entry fee be charged for your event? If yes, you must provide WCPR with the number individual participant or a list of all teams that will be involved in the event.
3. Will a gate fee be collected? If yes, how much per person?
4. What is the number of teams / persons participating? (WCPR has the right to limit the number of participants due to facility restrictions.)
5. A copy of your event schedule or tournament bracket must be received before the start of the event. Start and stop times will be limited due to park regulations. Make sure you know what these are prior to making your event schedule.
6. WCPR reserves the right to request security for your event if necessary. (WCPR recommends that security be used for all tournament play and reserves the right to request it depending on the size of the event.)
7. A contact person is responsible for obtaining the necessary keys for restrooms, lights, etc..
8. Will concession items be sold during this event? If yes, you must get approval to use any WCPR concession facility. WCPR will operate concessions at Fly Park only.
9. Will outside vendors be used? If yes WCPR must have a copy of the vendors insurance. (WCPR will charge a vending fee for rights to sell on county properties.) Policy must be received one week before event in order to get approval from the county risk manager.
10. Will port-a-lets be needed? If yes, we need to know how many.
11. Will extra trash pick up and restroom cleaning be necessary? (WCPR may ask the user group to help with this responsibility.)
12. Will there be a need for field preparation such as painting lines, dragging infields etc.?
13. You will need to inquire about the pet regulations. They are different according to park.
14. No one is permitted to grill or cook out at any time at any park.
15. WCPR has the final call regarding weather decisions and its effect on games being played.
16. A deposit of $100 will be required at the contract signing and after your event has been approved. This deposit will be refunded at the conclusion of the event as deemed by WCPR.

Use this guideline to fill out the checklist provided, please return this to WCPR immediately to make sure that your request will be provided upon approval.

Williamson County Parks & Recreation
User Group Athletic Event Application

Date of Event:_____Time of Event_____Facility Requested_____

User Group_____Type of Event_____

Event Director_____E-mail Address_____

Mailing Address_____
City   State   Zip

Event Director Home Phone_____Cell Phone_____

1. Copy of insurance is enclosed: Yes_____   No_____
  Does your event insurance list Williamson County Parks & Rec as the Certificate Holder and additional Insured *You must provide an insurance policy for your event (event insurance) which list WCPR as additional insured. Certificate of insurance must be approved by the Williamson* . *Count Risk Management Department*

2. Entry Fee is being charged: Yes_____   No_____   Amount:_____per: team / individual

3. Gate Fee being collected: Yes_____   No_____   Amount:_____per individual / family

4. Number of teams participating:_____   /   Number of individuals participating:_____

5. Name and number of person responsible for keys:_____

6. Will concession stand be necessary: Yes_____   No_____

7. Will outside vendors be used: Yes_____   No_____   Insurance provided: Yes_____   No_____

8. Will port-a-lets be needed: Yes_____   No_____

9. Will extra trash pick up and restroom cleaning be necessary: Yes_____   No_____

10. Will you need field preparation work? If yes please explain

_____

11. Have participants been informed of pet and cooking out policies: Yes_____   No_____

12. Do you understand WCPR's role regarding weather policies: Yes_____   No_____